

## Out of Stock Sales Item Credit Request

Go to the TAP website at <https://tap.dor.mt.gov/> // #1

You must be registered before trying to Login.

Type "Username" and "Password"

"Click "Login"

**Taxpayer Access Point** Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

**Individual**

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

**Business**

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

**Unclaimed Property**  
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

**Liquor**

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

**LOGIN** [Forgot my Password](#)

Username

Password

Authorization Code:

**SIGN UP FOR ACCOUNT ACCESS**

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

**Menu**

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**TAS** [Toggle Log](#)

RunDate: 03-Feb-2014  
Last Request: 176ms

Click “Account ID”

**Taxpayer Access Point**  **Montana Department of Revenue**

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**TAS** [Toggle Log](#)

RunDate: 10-Feb-2014  
Last Request: 164ms

[View My Profile](#)  
[Add Access to Another Account](#)

**NAMES AND ADDRESSES**

Montana Tax Number  
Balance


Legal Name  
DBA Name  
Location Address  
Mailing Address

**ACCOUNTS¹** **REQUESTS⁰** **WEB MESSAGING⁰** **LETTERS²²⁸**

**MY ACCOUNTS**

Account ID	Account Type	Name	Frequency	Address	Balance
LIQ	Annual Lin Str		Weekly Ward		

After Logging in and selecting your account, Click “Submit Credit for OOS”.

**Taxpayer Access Point**  **Montana**

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**TAS** [Toggle Log](#)

RunDate: 10-Feb-2014  
Last Request: 718ms

[View Back Orders](#)  
[Submit RLD](#)  
[Submit Credit for DEF](#)  
[Submit Credit for OOS](#)  
[Make a Payment](#)

Account ID: LIQ

**Processed and Pending Customer Orders**

Invoice #	Order Detail	Filing Period	Closed	Status
		19-Feb-2014	31-Jan-9999	NEW
213666	<a href="#">Change Order</a>	12-Feb-2014		Confirmed
213582	<a href="#">Order Details</a>	05-Feb-2014	05-Feb-2014	Shipped
213576	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped
213501	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped
213394	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213395	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213265	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213257	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped
213163	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped

The Credit Request will appear like this and you can adjust the boxes by hovering over the borders and pulling right to expand or left to shrink.

**Taxpayer Access Point** Montana Department of Revenue

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TAS Toggle Log  
RunDate: 04-Feb-2014  
Last Request: 250ms

**CREDIT FOR OUT OF STOCK**

**Liquor Credit Form for Out of Stock Sale Items**

Instructions

Store Number City Date 04-Feb-2014

Agent Signature Required

Initial Date Ord	Invoice Number	Invoice Number	NABCA Number	Qty Ordered	Qty Received	Case/Bottle	Regular Price	Sale Price

Submit Save and Finish Later Cancel

MONTANA OOS-LIQ Rev 01 11

After completing the form, Click “Submit” or “Save and Finish Later”.

**Taxpayer Access Point** Montana Department of Revenue

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Help

TAS Toggle Log  
RunDate: 04-Feb-2014  
Last Request: 17ms

**CREDIT FOR OUT OF STOCK**

**Liquor Credit Form for Out of Stock Sale Items**

Instructions

Store Number City Date 04-Feb-2014

Agent Signature JANE DOE

1 - 1 of 1 Show Errors

Initial Date Ord	Invoice Number	Ordered On	Invoice Number	Received On	NABCA Number	Qty Ordered	Qty Received	Case/Bottle	Regular Price	Sale Price
01-Jan-2014	111111	222222	100-000008-75			1	1	CASES	21.00	19.00

Submit Save and Finish Later Cancel

MONTANA OOS-LIQ Rev 01 11

If you Click “Submit” you will receive a “Confirmation”. Click “**Home**” to go to the “**Accounts ID**” page to continue. If you select “**Ok**” it will take you to the “**Processed and Pending Customer Orders**” page. If you Click “**View and Print**” it will take you to the “**Confirmation**” page.

**Taxpayer Access Point MTS** Montana Department of Revenue

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TAS Toggle Log

RunDate: 04-Feb-2014  
Last Request: 961ms

**CONFIRMATION**

Your Credit for Out of Stock has been submitted and your tracking number is 0-418-679-266.  
If you have any questions or concerns please contact us toll free at 1-800-332-6135 option 2 (in Helena 444-0719) or visit [www.mt.gov/revenue](http://www.mt.gov/revenue).

FIELD COLOR GUIDE:   REQUIRED   OPTIONAL   CALCULATED   NEEDS CORRECTIONS   DELETE   CALENDAR

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**Electronic Copy is For Your Records Only: Do Not Mail** **MONTANA**  
OOS-LIQ  
Rev 01 11

**Liquor Credit Form  
for Out of Stock Sale Items**

Store Number  City  Date 04-Feb-2014

Agent Signature  X JANE DOE

Initial Date Ordered	Invoice Number Ordered On	Invoice Number Received On	NABCA Number	Qty Ordered	Qty Received	Case/Bottle	Regular Price	Sale Price	For Office Use Only
1/1/2014	111111	222222	100-005006-75	1	1	CASES	\$21.00	\$19.00	<input type="checkbox"/>

“Processed and Pending Customer Orders” screen.



Account ID:

**Processed and Pending Customer Orders**

Invoice #	Order Detail	Filing Period	Closed	Status	Product Name	Asset Name	Invoice/Coupon	Order Adjustments	Order Confirmation
213582	Change Order	05-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213364	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213255	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213153	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213061	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212985	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212994	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212881	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212781	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212667	Order Details	04-Dec-2013	04-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212665	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Click “Home”, Click “Requests” which are in pending status.



**Taxpayer Access Point** Montana Department of Revenue

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TAS Toggle Log

RunDate: 04-Feb-2014  
Last Request: 650ms

View Back Orders  
Submit RLD  
Submit Credit for DEF  
Submit Credit for OOS  
Make a Payment

Montana Tax Number: Balance

Legal Name  
DBA Name  
Location Address  
Mailing Address

REQUESTS WEB MESSAGING LETTERS

WAITING TO BE PROCESSED SEARCH

REQUESTS WAITING TO BE PROCESSED

Submitted	Amount	Period	Title	Request Status	Tracking #
24-Feb-2014	Agry Lq Str		Out of Stock Credit Request	Pending...	0-419-679-295
24-Feb-2014	Agry Lq Str		Defect Credit Request	Pending...	1-750-686-676